

CONTRACT FILES

ORDER FOR SUPPLIES OR SERVICES				PAGE 1 OF 6								
1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-97-D-2008		2. DELIVERY ORDER/ CALL NO. 0026		3. DATE OF ORDER/CALL (YYYYMMDD) MAR 29 1999		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9				
ASC/CDS USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 THOMAS REASTER (937) 255-7003		CODE FA8622		7. ADMINISTERED BY (If Other than b) DCMC BALTIMORE/CHESAPEAKE 200 TOWSONTOWN BLVD WEST TOWSON MD 21204-5299 SCD: C PAS: (NONE)		CODE S2101A		8. DELIVERY FOB X DESTINATION OTHER (See Schedule if other)				
9. CONTRACTOR NAME AND ADDRESS SMALL BUSINESS ADMINISTRATION WASHINGTON DISTRICT OFFICE P O BOX 34500 WASHINGTON DC 20043-4500  SUBCONTRACTOR: HJ FORD ASSOCIATES, INC 1111 JEFFERRSON HWY, STE 808 ARLINGTON VA 22202-3235 SBA# 0353-97-700505		CODE 4M057		FACILITY 3X522		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS X SMALL SMALL DISADVANTAGED WOMEN-OWNED				
14. SHIP TO SEE SCHEDULE		CODE		15. PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN				
16. DELIVERY/ CALL TYPE OF ORDER		X PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)												
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA LYTUS JORDAN BY: <i>Lytus Jordan</i> 24 MAR 99 CONTRACTING/ORDERING				25. TOTAL \$96,745.47		29. DIFFERENCES		
26. QUANTITY IN COLUMN 20 HAS BEEN INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS		33. AMOUNT VERIFIED CORRECT FOR		
DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32. PAYMENT COMPLETE PARTIAL FINAL		32. PAID BY		34. CHECK NUMBER		35. BILL OF LADING		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER				40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)								

1. In accordance with the provisions of the basic contract F33657-97-D-2008, Special Contract Requirement H-013 entitled Orders and this delivery order 0026, the contractor shall provide acquisition logistics support in accordance with the attached Statement of Work (SOW) entitled "Specialized Acquisition Logistics Functional Support for the B-1B System" as specified below at a ceiling amount of \$96,745.47.

2. SECTION B: The Supplies/Services schedules are set forth on pages 3-4 hereto.

3. SECTION G: The accounting and appropriation data is set forth on page 5-hereto.

4. Section H: In accordance with AF Far Sup 5352.245-9000, Base Support (Jul 1992) base support will be provided by ASC/LUY for the following items:

Office space, office furniture, access to computers and office electronic equipment, i.e. fax, printer, reproduction equipment etc.

5. Section I:

Contract Line Item Number 0004 is completely funded and is subject to the provisions of FAR Clause 52.232-20 entitled "Limitation of Cost."

6. Section J: List of Attachments are set forth on page 6 hereto (note: The Contract Security Classification Specification (DD Form 254) dated 01 February 1999 applies to this delivery order.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
------	----------------------	-------------------	---------------------------------

0001

\$88,079.67

SPECIALIZED ACQUISITION LOGISTICS FUNCTIONAL SUPPORT FOR THE B-1B SYSTEM

acrn: AA  
security: U  
DD1423 is Exhibit: A  
contract type: Y - TIME AND MATERIALS  
completion date: 29 MAR 2000  
descriptive data:

a. The contractor shall provide acquisition logistics support in accordance with the attached Statement of Work. This effort is for an estimated 2,284 hours and is fully funded at a ceiling amount of \$88,079.67.

b. Listed below by prime/team members are the USAF negotiated labor categories and corresponding estimated number of total labor hours for each category in support of the SOF SPO program:

PERIOD OF PERFORMANCE: 3/30/99-12/5/99

Labor Category	Estimated Hours
----------------	--------------------

HJ Ford Off-Site Labor

Project Manager	58
Admin Mgmt Assoc	49

DynCorp Off-Site Labor

Project Manager	58
Admin Mgmt Assoc	49

DynCorp On-Site Labor

Senior Logistician (5)	1,376
------------------------	-------

PERIOD OF PERFORMANCE: 12/6/99-3/29/00

Labor Category	Estimated Hours
----------------	--------------------

HJ Ford Off-Site Labor

Project Manager	26
Admin Mgmt Assoc	23

DynCorp Off-Site Labor

Project Manager	26
Admin Mgmt Assoc	23

DynCorp On-Site Labor

Senior Logistician	632
--------------------	-----

TOTAL HOURS	2,320
-------------	-------

0002

NSP

## DATA-EXHIBIT A

acrn: AA  
security: U  
DD1423 is Exhibit: A  
contract type: Y - TIME AND MATERIALS  
completion date: ASREQ  
descriptive data:

The contractor shall provide data in accordance with Contract Data Requirements List (CDRL), DD Form 1423, dated 17 Feb 1999, attached as Exhibit A. The price of this CLIN is included in the price of CLINs 0001.

0004

\$8,665.80

## TRAVEL AND COMPUTER SERVICES-NAVY

acrn: AA  
security: U  
contract type: S - COST REIMBURSEMENT  
completion date: 29 MAR 2000  
descriptive data:

The contractor shall provide Travel/Computer Services required in the performance of CLINs 0001 and 0002, above pursuant to Special Contract Requirement H-011 of the basic contract entitled Payment Provisions for Materials/Computer Services/Travel/Subcontracting.

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data										Obligation Amount
AA											\$96,745.47
57	93600	299	3620	654596	366100	592IE	64226F	503000	F03000		
funding breakdown:		On Clin 0001:				\$88,079.67					
		On Clin 0002:				\$ .00					
		On Clin 0004:				\$8,665.80					
pr/mipr:		GYDFS997205008				\$96,745.47					
descriptive data:											
THE FUND CITE AS IT APPEARS ON THE PR:											
5793600 299 3620 654596366100 592IE 64226F 503000 F03000											
FSR: 003012 PSR: 299575 DSR: 227428											

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	1	17 FEB 1999	Contract Data Requirements List (CDRL) dated 17 Feb 1999
ATTACHMENT 1	3	17 FEB 1999	Statement of Work for Specialized Acquisition Logistics Functional Support for the B-1B System.
ATTACHMENT 2	3	01 FEB 1999	Contract Security Classification Specification (DD Form 254)

17 February, 1999

**Statement of Work  
for  
Acquisition Logistics Support Contract  
F33657-99-D-2008/0016**

**1.0 OBJECTIVE**

The objective of this procurement is to obtain specialized acquisition logistics functional support for the B-1B system.

**2.0 PURPOSE**

Provide analyses/support in the determination and establishment of an orderly process for identifying, prioritizing, investigation and recommending resolutions for significant problem areas.

**3.0 SCOPE**

This effort includes the gathering, processing and tracking of program data. It involves the functional elements of Design Interface and Logistics Support Analyses.

**3.1 Location of Work**

Work shall mainly be performed at Wright-Patterson Air Force Base, OH.

**3.2 Travel Requirements**

The Contractor shall travel to USAF bases, contractor's and subcontractor facilities. (DI-MGMT-80368, SEQ A002)

**4.0 WORK TO BE ACCOMPLISHED**

4.1 Provide logistics analyses support as required for identification, tracking, statusing, validating and recommendations of corrective actions on current and emerging field problems impacting B-1B safety, supportability and operational capability. Provide in-house verification/validation of Source Data from field units. Analytical and coordination tasks shall include the following subparagraphs. (DI-MGMT-80368, SEQ A002; DI-MISC-80508/T, SEQ A004)

4.1.1 Investigate and analyze logistics concerns relating to schedule, supportability and cost effectiveness of B-1B SPO initiatives.

4.1.2 Perform analyses and validate all applicable Contractor Source Data. Ensure Contractor Source Data is in working format consistent with government data. Provide trend analyses to SPO Management when adverse trends appear.

4.1.3 Perform analyses and provide the most current available source data to enhance Value Engineering and reduce development, production and operational cost.

4.1.4 Provide in-house verification of Source Data from field units (i.e., MDC, CAMS, REMIS, CSAS, etc.). Provide trend analyses to SPO Management for use by USAF and Prime Contractor personnel.

4.1.5 Maintain coordination with Generic Configuration Status Accounting System (GCAS) to ensure all available systems contain current, valid data.

4.1.6 Provide technical support for conferences, Program Management Reviews (PMRs), Technical Interchange Meetings (TIMs), and working groups to coordinate data analyses efforts to enhance the management decision making process as required.

4.1.7 Perform analyses and evaluations of specific B-1 maintenance action historical data. The contractor will provide analytical assistance, as required, in definition and establishment of an orderly process for identifying, prioritizing, investigation and recommending resolutions for significant problem areas.

4.1.8 Perform analyses using field operational and maintenance data to identify current and emerging system or subsystem problems or trends. Analytical findings and recommendations shall include a preliminary course of action together with a suggested Office of Primary Responsibility (OPR) for problem resolution.

4.1.9 Perform detailed data analyses of fielded systems to identify adverse trends in component failure, logistics support and overall system maintainability. Validate the contractor projected results.

#### 4.2 STATUS ACCOUNTING AND INFORMATION MANAGEMENT SYSTEMS

Provide logistics support for the Joint Computer-Aided Acquisition and Logistics Support (JCALS) system and paper less CDRL delivery systems (PCDS) as required by balancing timely access to accurate information and controlling product modification over a products life cycle. (DI-MGMT-80368, SEQ A002; DI-MISC-80508/T, SEQ A004)

4.2.1 Participate in the implementation of the PCDS and JCALS. Provide technical assistance for the interface of logistics data bases with JCALS, and assist in the extraction of logistics data from JCALS accessed data bases to support studies and analysis.

4.2.2 Provide logistics support for the various stand-alone and network accessed information systems containing data used in the B-1 SPO.

4.2.3 Verify and administer data contained or entered into various PCDS and JCALS accessed data bases.

4.2.4 Maintain coordination between commodity data as processed at other B-1B ALC's in accordance with B-1B commodity policies/procedures.

4.2.5 Participate in B-1B PCDS and JCALS related telecons, video telecons and meetings.

4.2.6 Coordinate all B-1B PCDS and JCALS data activities between all JCALS sites.

4.2.7 Recommend B-1B PCDS and JCALS upgrades.

4.2.8 Maintain interface of B-1B PCDS in relation to Local Area Network/Wide Area Network.

4.2.9 Train other B-1B PCDS sites on B-1B PCDS.

4.2.10 Perform evaluation and review of the B-1B PCDS work flow process.

#### 4.3 REVIEW PARTICIPATION

The contractor shall interface as required with Air Force organizations (AFMC, ASC, other ALCs, ATC, and Using Commands), associate contractors, and other Air Force designated personnel. Participation in reviews and other meetings may be required to support this task order. The contractor shall support the following types of meetings: (DI-ADMIN-81373, SEQ A001; DI-MGMT-80368 SEQ A002)

Program Management Reviews  
Technical Coordination Meetings  
Technical Interchange Meetings



Meetings in Support of Special Studies  
Integrated Logistics Support Management Meetings  
PCDS Site Surveys/Software Installations

## 5.0 PROGRAM CONTROL

### 5.1 Security

The contractor personnel shall require a Secret security clearance in order to have access to and handle classified documents and TOs. The contractor shall comply with all appropriate security regulations in handling classified material.

### 5.2 Reports/Data Other Deliverables

All data/reports and deliverables shall be delivered in accordance with the Contract Data Requirements List (CDRL) DD Forms 1423. (DI-ADMIN-81373, SEQ A001; DI-MGMT-80368, SEQ A002; DI-ADMIN-80447, SEQ A003; DI-MISC-80508/T, SEQ A004)

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING		
				a. FACILITY CLEARANCE REQUIRED SECRET		
				b. LEVEL OF SAFEGUARDING REQUIRED SECRET		
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER F33657-99-D-2008/0026 Exp Dte: 00 03 03			<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i> Date (YYMMDD) 99 02 01	
	b. SUBCONTRACT NUMBER				b. REVISED <i>(Supersedes all previous specs)</i> Revision No. Date (YYMMDD)	
	c. SOLICITATION OR OTHER NUMBER		DUE Date (YYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i> Date (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under <u>F33657-98-D-2008/0016</u> <i>(Preceding Contract Number)</i> is transferred to this follow-on contract						
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____						
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>						
a. NAME, ADDRESS, AND ZIP CODE H J Ford Associates, Incorporated 2940 Presidential Drive Suite 250 Fairborn, Ohio 45324			b. CAGE CODE  OKJH3	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>  DSS MIDWEST (OMW) 610 SOUTH CANAL ROOM 800 CHICAGO IL 60607-4599		
7. SUBCONTRACTOR						
a. NAME, ADDRESS, AND ZIP CODE  N/A			b. CAGE CODE  N/A	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>  N/A		
8. ACTUAL PERFORMANCE						
a. LOCATION  N/A			b. CAGE CODE  N/A	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>  N/A		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT  Provide support for gathering, processing and tracking of B-1B program data						
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
	YES	NO			YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>		b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>		e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>		h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>		i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>			l. OTHER <i>(Specify)</i>		
k. OTHER <i>(Specify)</i>		<input checked="" type="checkbox"/>		Notification of government security activity required See addendum.	<input checked="" type="checkbox"/>	

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public consumption except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

ASC/PA, 1865 4th Street, STE 15, WPAFB OH 45433-1729

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.  
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete

- a. The National Industrial Security Program Operating Manual (NISPOM) dated Jan 95 applies.
- b. REF Blk 10j: FOUO applies. See Addendum
- c. REF Blk 11a: Releasing Government activity will furnish complete classification guidance for service performed. Contractor performance is restricted to ASC/YD, Bldg 556, 2690 Loop Road, Wright-Patterson AFB, OH 45433-7148.
- d. REF 11I: Contractor performance will occur at ASC/YD, Bldg 556, 2690 Loop Road, Wright-Patterson AFB, OH 45433-7148. The Notification of government Security Activity and Visitor Group Security Agreement clause applies. See contract clause in Section I for details.
- e. Functional Area Evaluator: Major Robert M. Matthews, ASC/YDI, Bldg 556, 2690 Loop Road, Wright-Patterson AFB, OH 45433-7148, (937)656-5089.
- f. Functional Area Chief: Marjorie Radford, ASC/CDSY, 2275 D Street, STE 16, Wright-Patterson AFB, OH 45433-7233, (937)255-7183, ext 4658.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.) ☐ Yes ☒ No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.) ☒ Yes ☐ No

Contractor performance will occur at the location listed in 13d above. DSS is relieved of all responsibility for contractor performance on the installation. ASC/SYSPC, Wright-Patterson AFB, OH 45433 will maintain security oversight.

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

LYTUS JORDAN

b. TITLE

Contracting Officer

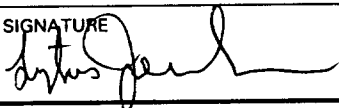
c. TELEPHONE (Include Area Code)

(937)255-7183, ext 4652

d. ADDRESS (Include Zip Code)

ASC/CDSK  
Wright-Patterson AFB, OH 45433

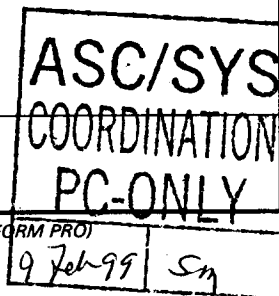
e. SIGNATURE



**17. REQUIRED DISTRIBUTION**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input checked="" type="checkbox"/> | b. SUBCONTRACTOR  |
| <input type="checkbox"/>            | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input type="checkbox"/>            | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input type="checkbox"/>            | e. ADMINISTRATION CONTRACTING OFFICER                             |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY  |

ASC/SYSPC (Security Office)  
1801 TENTH ST ROOM 103  
WPAFB OH 45433-7625



ADDENDUM TO DD FORM 254  
23 March 1998

## FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. **MARKING:**

a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).

b. In a classified document, mark:

(1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.

(2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.

(3) "FOUO" at the bottom of each page that has FOUO information but is not classified..

(4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.

c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.


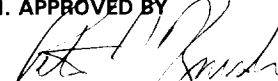
e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.

3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.

4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.

5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.

6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188			
The public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the													
A. CONTRACT LINE ITEM NO.			B. EXHIBIT			C. CATEGORY: TDP _____ TM _____ OTHER _____							
D. SYSTEM/ITEM					E. CONTRACT/PR NO. F33657-99-D-2008/0006				F. CONTRACTOR H.J. Ford				
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Presentation Material						3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-81373					5. CONTRACT REFERENCE Task Order Paragraph 4.3 and 5.2				6. REQUIRING OFFICE ASC/YDI				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION					
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES			
								Draft		Final			
								Reg		Repro			
16. REMARKS Block 12: To be delivered as required								ASC/YDI		0 1 0			
								15. TOTAL		0 1 0			
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM Status Report						3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368					5. CONTRACT REFERENCE Task Order Para 4.1, 4.2, 4.3, 5.2				6. REQUIRING OFFICE ASC/YDI				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY One/R		12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION					
8. APP CODE				11. AS OF DATE See Block 16		13. DATE OF SUBSEQUENT SUBMISSION Monthly		a. ADDRESSEE		b. COPIES			
								Draft		Final			
								Reg		Repro			
16. REMARKS Block 4: Contractor Format Acceptable Block 11: Meeting Minutes/Trip Reports due 5 days after event/return Block 12: Initial submission due last day of first full month after contract order award or as agreed to by contractor and government to conform with contractors automated accounting cycle								ASC/YDI		0 1 0			
								ASC/CDSY		0 1 0			
								15. TOTAL		0 2 0			
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM Final Report						3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-80447					5. CONTRACT REFERENCE Task Order Paragraph 5.2				6. REQUIRING OFFICE ASC/YDI				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY One/R		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION					
8. APP CODE A				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES			
								Draft		Final			
								Reg		Repro			
16. REMARKS Block 4: Contractor Format Acceptable Block 14: Draft 30 days prior to end of order. Governemnt comments due 15 days prior to end of order. Final Report due at end of order								ASC/YDI		1 1 0			
								ASC/CDSY		0 1 0			
								15. TOTAL		1 2 0			
1. DATA ITEM NO. A004		2. TITLE OF DATA ITEM Technical Reports - Study/Services						3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508					5. CONTRACT REFERENCE Task Order Paragraphs 4.1, 4.2, 5.2				6. REQUIRING OFFICE ASC/YDI				
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION					
8. APP CODE				11. AS OF DATE See Block 16		13. DATE OF SUBSEQUENT SUBMISSION See Block 16		a. ADDRESSEE		b. COPIES			
								Draft		Final			
								Reg		Repro			
16. REMARKS Block 4: Contractor Format Acceptable Block 7: Memorandum generated and signed by on-site analyst. Representative may be used to transmit data Blocks 10/11/12: Submittal and "as of" dates for the data shall be determined by the suspense date applied to the task at the time it is required								ASC/YDI		0 1 0			
								15. TOTAL		0 1 0			
G. PREPARED BY 					H. DATE 17 Feb 99		I. APPROVED BY 			J. DATE 17 Feb 99			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE